



# MILLVILLE POLICE DEPARTMENT

Jody Farabella  
Chief of Police

## FIREARMS APPLICANT PROCEDURE

Mayor Michael Santiago  
Commissioner of Public Safety

**HEADQUARTERS**  
18 South High Street  
Millville, NJ 08332

Office: (856) 825-7010  
Fax: (856) 825-0455

### PLEASE READ CAREFULLY

**(Improperly prepared applications will not be accepted or processed)**

### All Applicants:

1. Type or Print all information clearly, on all forms. Use the following links for an on-line version of the application and mental health consent forms to complete & print.
  - a. **Firearms Application:**  
<http://www.state.nj.us/njsp/info/pdf/firearms/sts-033.pdf>
  - b. **Consent for Mental Health Records Search:**  
<http://www.state.nj.us/njsp/info/pdf/firearms/sp-066.pdf>
2. Complete the Consent for Mental Health Records Search form, yet **DO NOT SIGN IT**. Your signature must be witnessed by police personnel.
3. Check appropriate box(es) at the top of the application and complete ALL other fields on the application.
4. **Block #1:** for females, include maiden name in parentheses, if applicable. Fill out your full middle name if applicable.
5. **Block #3:** please make sure the city indicated on your application is the same city that appears on your driver's license.
6. **Block #10:** physical characteristics: If there are none, indicate NONE
7. **Block #29 A and B:** - Complete information for 2 references (NOT relatives), including FULL mailing address and phone number, including area code. Advise your references that they will be receiving a letter from the Police Department and to promptly return it.
8. Bring your NJ Driver's License (with a Millville address) when you initially drop off your completed forms. We need to make a copy for your file.

*\* The falsification of information on any of the applications for firearms permits is a violation of N.J.S. 2C:39-10c and is crime of the third degree. Any falsification may result in criminal charges against you.*

## **FIRST TIME Applicants**

1. All first time applicants MUST be fingerprinted. The fingerprint process will be completed by MorphoTrust.
2. A NJ Universal Fingerprint (appointment) form will be provided upon the submission of your properly completed firearms application/forms. On the appointment form, block #4 will state Firearms Licensing and block #7 will be completed by police personnel.
3. After fingerprinting at the MorphoTrust facility, submit a copy of completed form to this police department which will contain your PCN numbers.

## **ALL OTHER Applicants (for additional permits and/or a duplicate Firearms ID Card)**

1. A Criminal History Records Check must be conducted on all subsequent applications.
2. **EFFECTIVE 3-1-2015 – You are required to complete a Criminal History Records Check (SBI 212A) ONLINE.** Paper Forms (the yellow SBI 212A form) will NO LONGER BE ACCEPTED.
  - a. Online submission is \$20 via credit card.
  - b. You will need Millville Police Department's ORI # for online submission - which is NJ0061000.**
  - c. With online submission, please print your confirmation and attach it to your completed application when you submit your forms.
  - d. If you are not able to print a confirmation, please complete the last page of these instructions and return with your application.
3. **Use the following link for an on-line submission of the SBI 212A**  
<https://www.njportal.com/njsp/criminalrecords/>

**DUPLICATE ID CARDS ARE ISSUED FOR THE FOLLOWING CONDITIONS WITH NO FEE: NAME CHANGE, SEX CHANGE, \*ADDRESS CHANGE\* OR IF THE CARD HAS BEEN LOST, STOLEN, OR MUTILATED.**

**\*Fingerprinting is deemed necessary per the Chief of Police:** If you have moved from the original address on your current ID card, within the City of Millville and have not applied for a new ID card within 30 days. Also, if you have moved from another city to the City of Millville the Morpho Trak Bioapplication (NJAPS2) must be completed and submitted with your application.

## **Additional Fees:**

1. Firearms ID Card - \$ 5.00- Initial Only; no fee for a duplicate card. Certified check or money order made out to City of Millville.
2. Permit to Purchase a Handgun - \$ 2.00 each. Certified check or money order made out to City of Millville.

*If you have any questions concerning the application, please contact Maria Bonilla at 856-825-7010, Ext. 7368. If you need any further assistance with the state gun laws, contact New Jersey State Police at 609-882-2000, EXT. 2060.*

**PLEASE COMPLETE ONLY IF YOU CANNOT PROVIDE**  
**A PRINTED COPY OF YOUR SBI 212A ONLINE CONFIRMATION**

Name: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_